

## **Public Affairs Account Executive at Lansons**

**Deadline to apply: 24<sup>th</sup> December**

**Based at their London office (EC1M 4AY)**

### **Are you looking to launch your career in public affairs?**

Lansons are looking for a public affairs executive to be an integral member of client teams and responsible for the administration and smooth running of our client programmes. If you have an interest in politics, current affairs, business and the media, an entrepreneurial drive and are looking for a career in public affairs, we would love to hear from you!

### **The role is varied and some of the responsibilities include:**

- Conduct research on political, regulatory and media developments to support client projects and new business.
- Provide political monitoring and analysis across a range of sectors and clients
- Draft briefings, stakeholder maps and meeting notes to inform client strategy and engagement.
- Help plan and deliver events, campaigns and parliamentary programmes.
- Support the team with client management including maintaining actions trackers, scheduling and reporting.
- Contribute to creative ideas and digital content that bring our public affairs work to life.
- Build your network across Westminster, Whitehall and industry events

### **We are looking for someone who has:**

- A passion and interest in politics, policy and communications, and a desire to understand how decisions shape businesses and society.
- A curious and analytical mindset, confident gathering and interpreting information quickly.
- Strong organisation and attention to detail, with the ability to manage multiple priorities calmly and effectively.
- Excellent written and verbal communication skills that are clear, concise and confident.
- A collaborative team player with a positive and proactive approach and entrepreneurial drive
- A good working knowledge in using social media, AI and excellent working knowledge of Microsoft Office.
- Proficient in Microsoft Office and keen to learn new platforms.

**About Lansons in their own words:**

[Lansons](#) is a leading communications and reputation management firm, working with organisations, brands and governments to help shape, protect and transform reputations. Part of the agency alliance Team Farner, and centred in London and New York, our consultants span expertise across high profile, challenging situations to strategic corporate communication programmes and world class campaigns. From day one we've aimed to be a partner our people and clients can be proud of and as a positive force in the world we're part of. Our values-led approach makes us a special place to work, creating an inclusive environment which brings together people that really care about the work that we do and the relationships that we build with clients and each other.

**To apply:**

To apply for this role please send your CV to [rebecca@ihaveavoice.org.uk](mailto:rebecca@ihaveavoice.org.uk) alongside your response to the following questions. For each question try not to go over 200 words. Please note that this is instead of a cover letter.

1. What excites you about working in public affairs, and what is it about Lansons that feels like a good fit for you and your ambitions?
2. How do you stay informed about politics and policy? What's caught your attention recently?

We also ask you to complete this [Diversity, Equity and Inclusion](#) monitoring form. This enables us to make sure that our recruitment process is inclusive. This information is treated as confidential.

You will also need to provide proof of your right to work in the UK.

The first round of interviews will be held during the week commencing 19<sup>th</sup> January at Lansons' London office.